HS Food and Agriculture Security Equipment 2015

Grant Announcement

**Applications must be submitted through
Egrants on or before January 15, 2016**

STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS

SCOTT WALKER
GOVERNOR

DONALD P. DUNBAR
ADJUTANT GENERAL

Important Contact Information for this Grant Opportunity:

Program/Policy: Michael Jordan (608) 242-3335
                            michael.jordan@wisconsin.gov

Budget/Fiscal: Deb Hughes (608) 242-3236
                            deborah.hughes@wisconsin.gov

Egrants Assistance: Weekdays, 7:30am – 4:00pm
                            Email: WEMEgrants@wisconsin.gov
                            Telephone: (608) 242-3236

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website:
https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Grant Title: HS Food and Agriculture Security Equipment 2015

Description: This grant will fund the purchase of equipment and materials necessary to ensure appropriate and timely response to agriculture emergencies based on the shortfalls experienced during the current High Pathogen Avian Influenza (HP AI). The existing mobile command trailer needs to be upgraded with new computers, generator and supplies, including shelving for better organization. Respirator fit testing equipment will also be purchased.

Opportunity Category: Limited Eligibility

Important Dates:

Application Due Date:	January 15, 2016
Project Start Date:	February 1, 2016
Project End Date:	December 31, 2016

Anticipated Funding Amount: The total amount available under this funding announcement as approved by the Funding Advisory Committee is $31,000.

Match/Cost Sharing Requirement: None

Eligibility: Only Wisconsin's Department of Agriculture Trade and Consumer Protection agency is eligible to apply.

DUNS Number: The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to http://fedgov.dnb.com/webform. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at http://fedgov.dnb.com/webform/displayFAQPage.do. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

WEM cannot award grant funds until an active DUNS number is provided.

Eligible Expenses: Funding may be used for Equipment.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

HS Food and Agriculture Security Equipment 2015

Program Description

This grant will fund the purchase of equipment and materials necessary to ensure appropriate and timely response to agriculture emergencies based on the shortfalls experienced during the current High Pathogen Avian Influenza (HPAI). The existing mobile command trailer needs to be upgraded with new computers, generator and supplies, including shelving for better organization. Respirator fit testing equipment will also be purchased.

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to http://register.wisconsin.gov/accountmanagement/ and complete the 'self registration' process

Authorization to access Egrants can take several days depending on registration activity. The WEM help desk is open Monday-Friday 7:30am-4pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the WEM website: https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf

Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Michael Jordan at (608) 242-3335 or at Michael.Jordan@wi.gov.

1. **Main Summary**
   This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

   In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

   > "Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]"

Responses to this section will be used on the WEM website, cited in WEM reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. **Approval Checklist**
   Answer Yes, No, or N/A (not applicable) to each question.

3. **Performance Measures**
   Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

4. **Budget Detail**
   Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

   Equipment: Homeland Security equipment grants require that all equipment (regardless the cost) be entered in this category so that applicants can select from authorized equipment lists. Equipment is defined as items used for prevention, emergency response, and recovery operations.

5. **Budget Narrative**
   Describe the items in the budget including what capability gap they close in a response event such as the HPAI outbreak.

Application Review and Award Criteria
All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

Post-Award Special Conditions/Reporting Requirements
If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in your award documents and reporting requirements contained in Egrants, you will need to provide the following:

1. Equipment purchased with this grant must be accompanied by appropriate vendor or manufacturer training. Personnel using the equipment must be properly trained on the use of the equipment before it is put into service.

2. Emergency response capabilities developed using these grant funds must be made available to other emergency response agencies regionally, as may be required for incident response purposes. MABAS, SMART and mutual aid agreements will be used if

applicable. The procedure for requesting this resource is to be on file with the County Emergency Management Director. By accepting this grant it becomes the responsibility of the agency that receives equipment to respond with the equipment as may be needed. Joint training and inter-agency collaboration for purposes of the sharing of equipment, facilities and expertise, and planning templates and documents is strongly encouraged. The grantee is required to maintain proper training and inventory records.

3. Agencies that accept funding are responsible for all sustainment costs.

4. Sub grantee shall provide information to DMA as necessary regarding federal resource typing requirements identified in FEMA Information Bulletin #388 and 388a.

Additional Resources

Additional information about Wisconsin Emergency Management and resources to assist with Egrants is available as follows:

- Wisconsin Emergency Management website: http://emergencymanagement.wi.gov/
- A helpful Egrants User Guide is posted on the Egrants page of the WEM website. https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf
- It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.

  Email: WEMEgrants@wisconsin.gov
  Telephone: (608) 242-3236